King County	Department of Adult and Juvenile Detention Adult Divisions General Policy Manual	
	Chapter 4 **Security & Use of Force**	
4.01.019, Security Checks	Approved By:	Director Allen Nance
	Effective Date:	January 28, 2025
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Purpose
To establish procedures for performing Security Checks and Supervisory Rounds.

Policy
It is the policy of this department that uniformed staff shall conduct Security Checks to ensure the safety and security of staff, residents and the facility.

References

Federal:	Prison Rape Elimination Act (PREA)
Department policies:	4.01.009, Resident Wrist Bands
	6.02.002, Resident Disciplinary System
	7.02.006, Suicide Prevention and Intervention
	Post Orders
Other:	Settlement Agreement with the United States Department of Justice

Definitions
Identification Wristband (wristband): A plastic wristband worn on a resident's wrist, which displays the resident's picture, booking arrest number and corresponding barcode.
Security Check: An observation performed by uniformed staff walking through assigned areas, making contact with residents and viewing the area in accordance with department training. This observation is conducted to ensure structural integrity and security, the absence of contraband, the welfare of residents and to provide a deterrent to any misconduct.
Physical Headcount: Occurring at C1 [redacted] and conducted by counting the number of residents in the unit while accounting for residents signed out in JMS. Also includes comparing the JMS Expected In and Out portion of the JMS Shift Count tab with the Tank Count and deck-card binder.
Name Check: Occurring at the C1 [redacted] shift, where the Officer speaks to each resident present in their assigned unit; during this time, Officers shall verify the identity of each resident by observing the resident and the information contained on the resident's wristband. This information shall be compared against JMS Movement Log and the Tank List.
Life Safety Systems: Those systems utilized in the facility to detect and suppress fire which includes fire sprinklers and fire alarms.
Fire Watch: Checks conducted every C1 [redacted] due to the life safety systems not functioning properly.

Jail Management System (JMS): A comprehensive digital system that is used to assist staff with managing all aspects of the facilities.

A. General Guidelines:

1. A Physical Headcount, Name Check and Security Check shall be conducted C1 shift.
2. The Unit Officer shall ensure an opposite gender announcement is made when a non-medical staff member of the opposite gender enters a housing unit.
3. Officers shall conduct Security Checks at C1 intervals, not to exceed C1 , unless otherwise required by the assigned post, and each security check shall be started by the "Required By" time shown on the JMS Security Check tab.
4. A physical headcount and the first and last security check of each shift, shall be completed within C1 of shift change.
5. At KCCF, all Security Checks on East, North and South wings will be performed by , as a best practice whenever possible.
   a. South wing Security Checks shall be performed with at least C2 physically entering into each tank.
   b. On Third Shift, Security Checks on East and North wings are permitted by C2 , after all cell doors C2 Additionally, C2 If any cell door is opened, C2 Security Checks.
   c. On First Shift, the initial Physical Head Count and Security Check on East and North wings is permitted C2 Additionally, C2
6. Security Checks in Intake, Transfer and Release (ITR) and the Infirmary shall be conducted in intervals not to exceed C1 and each security check shall be started by the "Required By" time shown in JMS Security Check tab.
7. Only a Shift Commander or higher authority may cancel a Security Check.
8. Officers shall enter when the Security Check is started in the Jail Management System Security Check tab. The security check must be started by the "Required By" time shown in the JMS Security Check tab. Officers shall verify that the security check was registered in JMS by refreshing the JMS security check tab and reviewing the security check history. C2
9. Sergeants shall perform supervisory rounds C2 during all shifts. Staff are prohibited from alerting other staff members that these supervisory rounds are occurring, unless such announcement is related to the legitimate operational functions of the facility.
10. Once per shift the Duty Sergeant shall review and approve the JMS Shift Logs for their assigned areas of responsibility.
11. Fire Watch checks shall be completed C1 when the fire suppression and detection systems are not functioning.
12. Closed circuit TV and intercom monitoring shall not replace Security Checks.

13. Officers shall observe the welfare of residents by ensuring they are breathing and not in obvious medical distress whether they are in their cells, dayrooms and/or the common areas and enforce compliance with jail rules and regulations, following department policy 6.02.002, Resident Disciplinary System .
14. Officers shall use their judgment, training and personal observations to detect instances throughout the facility where a resident's behavior or statements indicate psychiatric or emotional problems. Some indicators include, but are not limited to:

15. If uniformed staff becomes aware of any indicators where they suspect a psychiatric or emotional problem, the situation shall be processed following department policy 7.02.006, Suicide Prevention and Intervention .
16. Documentation for Security Checks in JMS shall include:
    a. The start time of Security Check rounds.
    b. The name of the Officer(s) assigned to conduct the Security Check round.
    c. Any observations and actions taken which were out of the ordinary.
17. If a Security Check is missed, the Unit Officer shall notify the Duty Sergeant immediately and complete an Officer's Report.
18. All dayroom doors C2 unless staff is inside the dayroom.
19. For KCCF, if staff is inside the dayroom, C2 and the dayroom door must remain open while staff is inside unless C2 .